



JONATHAN E. FIELDING, M.D., M.P.H.  
Director and Health Officer

JONATHAN E. FREEDMAN  
Chief Deputy Director

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[www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)



BOARD OF SUPERVISORS

Gloria Molina  
First District

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Second District

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Third District

Don Knabe  
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# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

22

AUGUST 11, 2009

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

August 11, 2009

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL TO ACCEPT A NOTICE OF AWARD FROM THE  
CENTERS FOR DISEASE CONTROL AND PREVENTION FOR THE  
MEDICAL MONITORING PROJECT  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

Approval to accept grant funds from the Centers for Disease Control and Prevention to support implementation of a Medical Monitoring Project for the Department of Public Health.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Director of the Department of Public Health (DPH), or his designee, to accept and execute Notice of Award (NA) Grant Number 1U62PS001605-01 (Exhibit I) from the Centers for Disease Control and Prevention (CDC) to support a Medical Monitoring Project (MMP) for the period June 1, 2009 through May 31, 2014, in the amount of \$2,846,590 (\$569,318 per year).
2. Delegate authority to the Director of DPH, or his designee, to accept and execute future awards and/or amendments related to NA Grant Number 1U62PS001605-01 for the period June 1, 2009, through May 31, 2014, that confirm future year funding, permit the rollover of unspent funds, and/or increase or decrease funding up to 25 percent of each 12-month term, subject to review and approval by County Counsel and Chief Executive Office (CEO), and notification to your Board.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will allow DPH to accept grant funds from the CDC to expand the Morbidity and Risk Behavior Surveillance Project (MRBSP) study and the collection of data from HIV infected individuals that describes the care received, risk behavior trends, healthcare utilization and adherence to HIV treatment.

The data from the CDC-funded MMP will be used to further our understanding of the clinical characteristics, health care utilization and risk behaviors of HIV-infected persons receiving care in Los Angeles County. For instance, MMP data on needed services will be used to guide the allocation of Ryan White funding for HIV care for low income persons. MMP data will also be used to monitor: development of drug resistance for persons with HIV in Los Angeles; trends in the use of methamphetamine and other substances among persons with HIV; and evaluate the accessibility and utilization of HIV testing services.

Under this grant program, a total of six existing DPH staff positions will be funded. The four full-time and two part-time staff include: a) three full-time Research Analysts I items who will conduct patient interviews throughout the County, b) one full-time Research Analyst III that serves as a project coordinator and oversees the implementation of project activities, c) one part-time Epidemiology Analyst that functions as field coordinator and assists the project coordinator in the planning and implementation of the study, and d) one part-time Chief Epidemiologist that supervises project staff and is responsible for the completion of the project.

### **Implementation of Strategic Plan Goals**

This proposed Board action supports Goal 4, Health and Mental Health, of the County's Strategic Plan by providing data and information that will lead to a better quality of HIV care and adherence to HIV treatment.

### **FISCAL IMPACT/FINANCING**

Under this proposed Board action, DPH will receive a total of \$2,846,590 (\$569,318 per year) in grant funding from the CDC to support the MPP.

Funding is included in DPH 2009-10 Adopted Budget and will be requested in the future, as necessary.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Since 2004, the CDC has awarded funding to DPH to collect data from HIV infected individuals that describes the type of care received, risk behavior trends, healthcare and medication utilization and adherence to HIV treatment.

On May 26, 2009, DPH received NA Grant Number 1U62PS001605-01 from the CDC to implement MMP.

MMP is a continuation study of MRBSP that was piloted in 2005 by the CDC to address the need for a nationally representative, population-based supplemental surveillance system to assess clinical outcomes, behaviors and the quality of HIV care. The CDC will use the data from all grantees to produce a nationwide evaluation of HIV treatment.

County Counsel has approved Exhibit I as to form.

Attachment A is the Grant Management Statement for grants exceeding \$100,000.

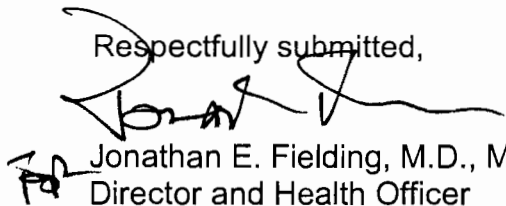
### **CONTRACTING PROCESS**

Not applicable.

### **IMPACT ON CURENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will update the MRBSP study and expand data collection towards the implementation of MMP by assessing clinical outcomes, behaviors and the quality of HIV care.

Respectfully submitted,



Jonathan E. Fielding, M.D., M.P.H.  
Director and Health Officer

JEF:ev

Attachments (2)

c: Chief Executive Officer  
Acting County Counsel  
Executive Officer, Board of Supervisors

Los Angeles County Chief Executive Office  
Grant Management Statement for Grants Exceeding \$100,000

Department: Public Health

Grant Project Title and Description MEDICAL MONITORING PROJECT LOS ANGELES COUNTY  
Medical Monitoring Project is designed to address the need for a nationally representative, population-based supplemental surveillance system to assess clinical outcomes, behaviors and the quality of HIV care

Funding Agency	Program (Fed. Grant #State Bill or Code #)	Grant Acceptance Deadline
Centers for Disease Control and Prevention	1U62PS001605-01	Date of Board Approval

Total Amount of Grant Funding: \$2,846,590 (\$569,318 per year) County Match Requirements: 0  
Grant Period: (5 years: 06/01/2009-05/31/2014) Begin Date: Board Approval End Date: 05/31/2014  
Number of Personnel Hired Under this Grant: Full Time 4 Part Time 2

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant funded program? Yes ☒ No ☐

Will all personnel hired for this program be placed on temporary "N" items? Yes ☒ No ☐

Is the County obligated to continue this program after the grant expires Yes ☐ No ☒

If the County is not obligated to continue this program after the grant expires, the Department will:

a). Absorb the program cost without reducing other services Yes ☐ No ☒

b). Identify other revenue sources Yes ☐ No ☒

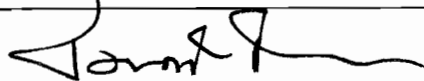
(Describe)

c). Eliminate or reduce, as appropriate, positions/program costs funded by this grant Yes ☒ No ☐

Impact of additional personnel on existing space: None.

Other requirements not mentioned above: None

Department Head Signature



Date

7-28-09



## Notice of Award

Issue Date: 05/18/2009



COOPERATIVE AGREEMENTS  
Department of Health and Human Services  
Centers for Disease Control and Prevention  
NATIONAL CENTER FOR HIV, VIRAL HEPATITIS, STDS AND TB PREVENTION

Grant Number: 1U62PS001605-01

MAY 26

**Principal Investigator(s):**

Amy Rock Wohl, PHD

**Project Title:** MEDICAL MONITORING PROJECT (MMP) LOS ANGELES COUNTY

DIRECTOR  
LA COUNTY DEPT OF PUBLIC HEALTH  
600 S COMMONWEALTH AVE, STE 1920  
LOS ANGELES, CA 90005

**Budget Period:** 06/01/2009 – 05/31/2010**Project Period:** 06/01/2009 – 05/31/2014

Dear Business Official:

The Centers for Disease Control and Prevention hereby awards a grant in the amount of \$569,318 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to LOS ANGELES DEPARTMENT OF PUBLIC HEALTH in support of the above referenced project. This award is pursuant to the authority of 307,317K2 PHSA,42USC241,247BK2,PL108 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,

Merlin Williams  
Grants Management Officer  
Centers for Disease Control and Prevention

Additional information follows

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**SECTION I – AWARD DATA – 1U62PS001605-01****Award Calculation (U.S. Dollars)**

Salaries and Wages	\$299,805
Fringe Benefits	\$143,127
Personnel Costs (Subtotal)	\$442,932
Supplies	\$2,100
Travel Costs	\$12,732
Other Costs	\$41,340

Federal Direct Costs	\$499,104
Federal F&A Costs	\$70,214
Approved Budget	\$569,318
Federal Share	\$569,318
<b>TOTAL FEDERAL AWARD AMOUNT</b>	<b>\$569,318</b>

<b>AMOUNT OF THIS ACTION (FEDERAL SHARE)</b>	<b>\$569,318</b>
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Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

02	\$569,318
03	\$569,318
04	\$569,318
05	\$569,318

**Fiscal Information:**

CFDA Number:	93.944
EIN:	1956000927A1
Document Number:	UPS001605A

IC	CAN	2009	2010	2011	2012	2013
PS	9212469	\$569,318	\$569,318	\$569,318	\$569,318	\$569,318

SUMMARY TOTALS FOR ALL YEARS		
YR	THIS AWARD	CUMULATIVE TOTALS
1	\$569,318	\$569,318
2	\$569,318	\$569,318
3	\$569,318	\$569,318
4	\$569,318	\$569,318
5	\$569,318	\$569,318

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project

**CDC Administrative Data:**

PCC: / OC: 4151

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**SECTION II – PAYMENT/HOTLINE INFORMATION – 1U62PS001605-01**

For payment information see Payment Information section in Additional Terms and Conditions.

**INSPECTOR GENERAL:** The HHS Office Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to hhstips@oig.hhs.gov or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous. This note replaces the Inspector General contact information cited in previous notice of award.

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**SECTION III – TERMS AND CONDITIONS – 1U62PS001605-01**

This award is based on the application submitted to, and as approved by, CDC on the above-titled project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- d. The HS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

**Treatment of Program Income:**  
Additional Costs

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**SECTION IV – PS Special Terms and Conditions – 1U62PS001605-01**

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Funding Opportunity Announcement Number (FOA), PS09-937  
Award Number 1U62 PS001605-01  
Approval List Number: C0061R09

**ADDITIONAL TERMS AND CONDITIONS OF THIS AWARD**

Note 1. INCORPORATION. Funding Opportunity Announcement Number PS09-937 titled, Medical Monitoring Project (MMP), as amended, additional requirements, the application dated May 05, 2009, the budget discussion between Dr. Amy Wohi, Judith Tejero, and Douglas Frye from County of Los Angeles Department of Public Health and CDC Louvern Asante, Grants Manager Specialist; and Rita Morgan, Public Health Advisor, and revised budget dated May 06, 2009 are made a part of this award by reference.

Note 2. RESPONSE TO SUMMARY STATEMENT: NA

Note 3. APPROVED FUNDING: Funding in the amount of \$569,318 is approved for the Year 01 budget period, which is June 1, 2009, through May 31, 2010. All funding for future years is based on satisfactory programmatic progress and the availability of funds.

Note 4. INDIRECT COSTS.

Indirect costs are approved based on a Cost Allocation Plan that was approved dated April 30, 2008, which calculates indirect costs at 23.42% of total salaries costs.

Note 5. PROGRAM INCOME. Any program income generated under this cooperative agreement will be used in accordance with the additional cost alternative. The disposition of program income must have written prior approval from the Grants Management Officer.

Additional Costs Alternative. Used for costs that are in addition to the allowable costs of the project for any purposes that further the objectives of the legislation under which the cooperative agreement was made. General program income subject to this alternative shall be reported on lines 10r and 10s, as appropriate, of the FSR (Long Form).

Note 6. REPORTING REQUIREMENTS.

a.) Annual Financial Status Report (FSR, SF 269 or SF 269A). The FSR for this budget period is due to the Grants Management Specialist by August 31, 2010. Reporting timeframe is June 1, 2009, through May 31, 2010. The FSR should only include those funds authorized and actually expended during the timeframe covered by the report. If the FSR is not finalized by the due date, an interim FSR must be submitted, marked not final, and an amount of unliquidated obligations should be annotated to reflect unpaid expenses. Electronic versions of the form can be downloaded into Adobe Acrobat and completed on-line by visiting, <http://www.whitehouse.gov/omb/grants/sf269a.pdf>.

b.) The Interim Progress Report (IPR) will serve as the non-competing continuation application. IPR reporting timeframe is June 1, 2009 through November 30, 2009. A due date and specific IPR guidance will be provided at a later date.

**Note 7. HIV PROGRAM REVIEW PANEL REQUIREMENT.** All written materials, audiovisual materials, pictorials, questionnaires, survey instruments, websites, educational curricula and other relevant program materials have to be reviewed and approved by an established program review panel. A list of reviewed materials and approval dates must be submitted to the CDC Grants Management Specialist.

**Note 8. CORRESPONDENCE.** ALL correspondence (including emails and faxes) regarding this award must be dated, identified with the AWARD NUMBER.

**Note 9. PRIOR APPROVAL.** All requests, which require prior approval, must bear the signature of an authorized official of the business office of the grantee organization as well as the principal investigator or program or project director named on this notice of award. The request must be postmarked no later than 120 days prior to the end date of the current budget period. Any requests received that reflect only one signature will be returned to the grantee unprocessed. Additionally, any requests involving funding issues must include an itemized budget and a narrative justification of the request.

Prior approval is required but is not limited to the following types of requests, 1) Use of unobligated funds from prior budget period (Carryover), 2) Lift funding restriction, withholding, or disallowance, 3) Redirection of funds, 4) Change in Contractor/Consultant, 5) Supplemental funds, 6) Response to Technical Review, or 7) Change in Key Personnel.

**Note 10. KEY PERSONNEL.** In accordance with 45 CFR Part 92, CDC recipients shall obtain prior approval from CDC for (1) Change in the project director or principal investigator or other key persons specified in the application or award document, and (2) the absence for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.

**Note 11. INVENTIONS.** Acceptance of grant funds obligates recipients to comply with the standard patent rights clause in 37 CFR 401.14.

**Note 12. PUBLICATIONS.** Publications, journal articles, etc. produced under a CDC grant support project must bear an acknowledgment and disclaimer, as appropriate, such as,

This publication (journal article, etc.) was supported by the Cooperative Agreement Number above from The Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention.

**Note 13. CONFERENCE DISCLAIMER AND USE OF LOGOS,**

**Disclaimer.** Where a conference is funded by a grant or cooperative agreement, a subgrant or a contract the recipient must include the following statement on conference materials, including promotional materials, agenda, and Internet sites,

Funding for this conference was made possible (in part) by the cooperative agreement award number above from the Centers for Disease Control and Prevention. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Department of Health and Human Services, nor does mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government

**Logos.** Neither the HHS nor the CDC logo may be displayed if such display would cause confusion as to the source of the conference or give the false appearance of Government endorsement. A non-federal entity unauthorized use of the HHS name or logo is governed by U.S.C. 1320b-10, which prohibits the misuse of the HHS name and emblem in written communication. The appropriate use of the HHS logo is subject to the review and approval of the Office of the Assistant Secretary for Public Affairs (OASPA). Moreover, the Office of the Inspector General has authority to impose civil monetary penalties for violations (42 C.F.R. Part 1003). Neither the HHS nor the CDC logo can be used on conference materials, under a grant, cooperative agreement, contract or co-sponsorship agreement without the expressed, written consent of either the Project Officer or the Grants Management Officer. It is the responsibility of the grantee (or recipient of funds under a

cooperative agreement) to request consent for the use of the logo in sufficient detail to assure a complete depiction and disclosure of all uses of the Government logos, and to assure that in all cases of the use of Government logos, the written consent of either the Project Officer or the Grants Management Officer has been received.

Note 14. EQUIPMENT AND PRODUCTS. To the greatest extent practicable, all equipment and products purchased with CDC funds should be American-made. CDC defines equipment as Tangible non-expendable personal property (including exempt property) charged directly to an award having a useful life of more than one year AND an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, a lower threshold may be established. Please provide the information to the Grants Management Officer to establish a lower equipment threshold to reflect your organization policy.

Note 15. TRAFFICKING IN PERSONS. This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term and condition, go to [http://www.cdc.gov/od/pgo/funding/grants/Award\\_Term\\_and\\_Condition\\_for\\_Trafficking\\_in\\_Persons.shtm](http://www.cdc.gov/od/pgo/funding/grants/Award_Term_and_Condition_for_Trafficking_in_Persons.shtm)

Note 16. ACKNOWLEDGMENT OF FEDERAL SUPPORT. When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all awardees receiving Federal funds, including and not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

Note 17. INSPECTOR GENERAL: The HHS Office Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to [hhtips@oig.hhs.gov](mailto:hhtips@oig.hhs.gov) or by mail to:

Office of the Inspector General  
Department of Health and Human Services  
Attention: HOTLINE  
330 Independence Ave., SW  
Washington DC 20201

Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous. This note replaces the Inspector General Contact information cited in previous notice of award.

**Note 18. PAYMENT INFORMATION:**

**Automatic Drawdown:**

Payment under this award will be made available through the Department of Health and Human Services (HHS) Payment Management System (PMS). PMS is administered by the Division of Payment Management, Program Support Center, and HHS. PMS will forward the DHHS Manual for Recipients Financed under the Payment Management System (PMS), PMS-270 and PMS-272 forms.

A. PMS correspondence, mailed through the U.S. Postal Service, should be addressed as follows:

Division of Payment Management  
FMS/PSC/HHS  
P.O. Box 6021  
Rockville, MD 20852

B. If a carrier other than the U.S. Postal Service is used, such as United Parcel Service, Federal Express, or other commercial service, the correspondence should be addressed as follows:

Division of Payment Management  
FMS/PSC/HHS

Rockwall Building #1, Suite 700  
11400 Rockville Pike  
Rockville, MD 20852

To expedite your first payment from this award, attach a copy of the Notice of Grant/Cooperative Agreement to your payment request form.

**Note 19. AUDIT REQUIREMENT:** An organization that expends \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of OMB Circular A-133, Audit of States, Local Governments, and Non-Profit Organizations. The audit must be completed along with a data collection form, and the reporting package shall be submitted within the earlier of 30 days after receipt of the auditors report(s), or nine months after the end of the audit period. The audit report must be sent to:

Federal Audit Clearing House  
Bureau of the Census  
1201 East 10th Street  
Jeffersonville, IN 47132

Should you have questions regarding the submission or processing of your Single Audit Package, contact the Federal Audit Clearinghouse at: (301) 763-1551, (800) 253-0696 or email: [govs.fac@census.gov](mailto:govs.fac@census.gov)

The grantee is to ensure that the sub-recipients receiving CDC funds also meet these requirements (if total Federal grant or grant funds received exceed \$500,000). The grantee must also ensure that appropriate corrective action is taken within six months after receipt of the sub-recipient audit report in instances of non-compliance with Federal law and regulations. The grantee is to consider whether sub-recipient audits necessitate adjustment of the grantees own accounting records. If a sub-recipient is not required to have a program-specific audit, the Grantee is still required to perform adequate monitoring of sub-recipient activities. The grantee is to require each sub-recipient to permit independent auditors to have access to the sub-recipients records and financial statements. The grantee should include this requirement in all sub-recipient contracts.

**Note 20. CDC CONTACT NAMES.**

**Business and Grants Policy Contact**

Louvern Asante, Grants Management Specialist  
Centers for Disease Control, PGO, Branch I  
2920 Brandywine Road, Mail Stop E-15  
Atlanta, GA 30341-4146  
Telephone: 770-488-2835  
Fax: 770-488-2868  
Email: [LHA5@cdc.gov](mailto:LHA5@cdc.gov)

**Programmatic and Technical Contact**

Ann Do, Project Officer  
Centers for Disease Control and Prevention  
Division of HIV/AIDS Prevention  
8 Corporate Blvd, Mail Stop E-46  
Atlanta, GA 30329  
Telephone: 404-639-6347  
Fax: 404-639-8460  
Email: [AAD9@cdc.gov](mailto:AAD9@cdc.gov)

**STAFF CONTACTS**

**Grants Management Specialist:** Louvern Asante  
Centers for Disease Control and Prevention (CDC)  
Procurement and Grants Office  
Koger Center, Colgate  
2920 Brandywine Road, Mailstop E15  
Atlanta, GA 30341  
Email: [lha5@cdc.gov](mailto:lha5@cdc.gov) Phone: (770) 488-2835 Fax: 770-488-2868

**Grants Management Officer:** Merlin Williams  
 Center for Disease Control and Prevention (CDC)  
 Procurement and Grants Office  
 2920 Brandywine Road, MS E-15  
 Atlanta, GA 30341  
**Email:** mqw6@cdc.gov **Phone:** (770) 488-2851 **Fax:** (770) 488-2868

**SPREADSHEET SUMMARY**

**GRANT NUMBER:** 1U62PS001605-01

**INSTITUTION:** LOS ANGELES COUNTY HEALTH SERVICES DEPT

<b>Budget</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Salaries and Wages	\$299,805				
Fringe Benefits	\$143,127				
Personnel Costs (Subtotal)	\$442,932				
Supplies	\$2,100				
Travel Costs	\$12,732				
Other Costs	\$41,340				
<b>TOTAL FEDERAL DC</b>	<b>\$499,104</b>	<b>\$499,104</b>	<b>\$499,104</b>	<b>\$499,104</b>	<b>\$499,104</b>
<b>TOTAL FEDERAL F&amp;A</b>	<b>\$70,214</b>	<b>\$70,214</b>	<b>\$70,214</b>	<b>\$70,214</b>	<b>\$70,214</b>
<b>TOTAL COST</b>	<b>\$569,318</b>	<b>\$569,318</b>	<b>\$569,318</b>	<b>\$569,318</b>	<b>\$569,318</b>